

Professional and Managerial Branch
Water Utilities Administration Group
Superintendent Series

EPWU RECLAMATION PLANT SUPERINTENDENT

3/04 (AIS)

General Purpose

Under direction, manage coordination of operations and maintenance of a raw sewage to potable water reclamation plant.

Typical Duties

Plan, direct, and review functioning of a wastewater/water treatment plant. Involves: Implement and oversee plant maintenance. Troubleshoot and resolve complex operational problems. Analyze and evaluate processing methods and recommend improvements for operational efficiency. Confer with engineers on plant additions or improvements. Plan and implement preventive maintenance programs. Recommend specifications for equipment and materials purchase. Oversee collecting, testing and analysis of samples. Ensure compliance with federal, state and local rules and regulations. Provide technical guidance and training for maintenance and operations personnel. Respond to inquiries and complaints.

Administer expenditure of appropriated funds. Prepare and submit annual budget for plant operation and maintenance. Make recommendations for purchase of equipment and provide justification. Research and prepare specifications for equipment, machines, parts and supplies to prepare quotes. Prepare requisition for supplies, materials and equipment. Maintain inventory and requisitioning supplies.

Supervise assigned supervisory and non-supervisory technical, skilled and semi-skilled personnel. Involves: Oversee or personally engage in scheduling, assigning, instructing, guiding, checking and evaluating day-to-day work units. Enforce personnel rules and regulations, standards of conduct, work attendance, and safe working practices. Prepare employee performance appraisals and review evaluations prepared by subordinates. Counsel, motivate and maintain harmonious working relationships among subordinates. Arrange for or engage in employee training and development. Recommend staffing and employee status changes.

Perform related incidental duties contributing to realization of unit or team objectives as required. Involves: Substitute for supervisor or coworkers during temporary absences, as qualified, by performing specific duties sufficient to maintain continuity of ordinary operations, if assigned. Provide designated support for special projects. Explain and demonstrate work performed to assist supervisor in training less knowledgeable employees. Monitor, prepare and maintain reports and correspondence. Represent department to educate and advise schools, community groups, civic groups and international groups on wastewater treatment plant processes.

Knowledge, Abilities and Skills

- Considerable knowledge of wastewater and water treatment processes and equipment.
- Considerable knowledge of sewage treatment and sludge processing.
- Considerable knowledge of industrial waste effects on treatment processes.
- Considerable knowledge of utility, state and federal water and wastewater rules and regulations.
- Good knowledge of supervisory techniques, work conduct and attendance standards, and safe work practices.
- Ability to firmly and impartially supervise, train and evaluate assigned personnel.
- Ability to enforce safe working practices and procedures, standards of conduct and work attendance.
- Ability to persuasively communicate clearly and concisely, orally and in writing.
- Ability to establish and maintain effective working relationships with City employees, officials, vendors, contractors, consultants, regulatory and funding agencies, and the public.
- Ability to analyze and prepare specifications for plant improvement.
- Ability to prepare reports and maintain and update records and databases.
- Skill in safe operation and care of motor vehicle, computer network workstation and generic business productivity software, common equipment, hand tools and instruments to sample and measure water quality.

Other Job Characteristics

- Frequent exposure to industrial equipment, sewage, air and water borne pathogens, chemicals, fumes,

noxious odors common to a wastewater reclamation plant.

- Frequent walking on uneven terrain, bending, stooping and climbing ladders.
- Frequent lifting and carrying of medium weight objects (up to 50 pounds).
- Occasional driving through City traffic.

Minimum Qualifications

Education and Experience: Equivalent to two (2) years of college coursework in engineering, chemistry, biology or closely related field, plus seven (7) years of wastewater treatment plant operations and maintenance experience, including three (3) years at the level of Wastewater Plant Assistant Superintendent.

Licenses and Certificates:

- Texas Class "C" Driver's License or equivalent from another state by time of appointment.
- Texas Commission on Environmental Quality (TCEQ) Class "A" Sewage Certificate of Competency by time of appointment.

Special Requirements:

- Subject to on-call during non-working hours and mandatory recall during water utility emergency operations.

Human Resources Director

Department Head